



City of Minneapolis CAREER OPPORTUNITIES BULLETIN

WEEK of September 1, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Bicycle and Pedestrian Coordinator (Transportation Planner) – Exam #21540 / Annual Salary \$63,474 up to \$86,777

Position Information: Coordinates the City's bicycle and pedestrian programs. Assists in all aspects of transportation planning related to regional and citywide transportation projects, including city analyses, review, and approvals with regards to bicycle and pedestrian programs and systems.

Experience: Five years of experience, which have included Transportation Planning, Urban Planning and Design, land use planning, project and contract management, transportation demand and patronage. **Education:** Bachelor's Degree in Planning, Engineering, Urban Design, a related field or equivalent. **Preferred Experience/License/Certificates:** Master's Degree in a related field; Certified or licensed planner or engineer; League of American Bicyclists certified instructor or skills trained; two years of supervisory experience. Valid driver's license. For a complete job announcement including supplemental questions and to apply online please visit www.minneapolismn.gov/jobs.

Applications accepted through Friday, September 12, 2014.

ENGINEERING TECHNICIAN II

Salary: \$ 20,313 - 28,024 **Position Information:** Perform paraprofessional civil engineering work and other related duties in the field and office

Qualifications: Two (2) years of experience performing duties similar to those noted in the typical job duties and responsibilities information noted above **EQUIVALENCY:** Various combinations of education & experience may qualify an applicant for this position. (Note: Those invited to the job interview process may be required to provide a copy of their degree/coursework at the time of the job interview) **Education:** Eighteen (18) months training in Civil Engineering Technology or equivalent ** It is highly recommended and preferred that a copy of your transcripts be included with your application materials

LICENSE / CERTIFICATIONS: Must possess and continue to maintain a valid driver's license. ** Driver's license information will only be checked for those individuals who may be invited to the job interview process. **(For the Engineering Laboratory Position(s) only) LICENSES/CERTIFICATES:** Certification from MNDOT in the four basic construction areas as follows: Concrete Field 1, Bituminous Street 1 (which combines Bituminous 1 and 2), Aggregate Production, and Grading and Base 1 and at least one other advanced Certifications in the concrete field, grading and base and/or bituminous **(For the Engineering Bridges and Pathways Position(s) only) LICENSES/CERTIFICATES:** The following MNDOT Certifications are required: Aggregate Production, Grading and Base 1, Concrete Field 1 and 2 NOTE: NOT REQUIRED BUT HIGHLY DESIRABLE IS MNDOT BRIDGE CONSTRUCTION CERTIFICATION. **Applications accepted, through:** Monday, Sept. 1st, 2014 through Friday, Sept. 19th, 2014

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department.

Primary Responsibilities: Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS.

Qualifications: **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

The City of Minneapolis is an Equal Opportunity Employer

Health Inspector II – Exam #21550 / Hourly Salary \$24.17 up to \$32.86

There is currently one (1) full-time, non-exempt vacancy. Fluency in Spanish, Somali, Hmong, Mandarin, Cantonese, Vietnamese, and/or Lao is highly desired. This is a team environment which promotes creativity and innovation. Work schedule flexibility is required. This is a seven- (7-) day-a-week operation. Incumbents work five (5) days, 40 hours per week with some on-call responsibilities. **Primary Responsibilities:** Perform risk-based field inspections (using wireless remote computer technology) of food and beverage establishments, pools and spas, daycare centers, lodging and boarding facilities, schools, suntan and tattoo parlors and other environmental health-related operations to ensure compliance with public health standards, codes, and ordinances. **Qualifications:** **Education:** Bachelor's Degree with a minimum of 45 quarter (or 30 semester) credits in a related science or equivalent. **Experience:** Minimum of two years' experience performing the duties of a Sanitarian (RS/REHS) or related job. **License:** Valid Driver's License while employed in this position. Continued employment is contingent upon this requirement. **Certification:** **Food Manager Certification.** Within six (6) months of hire, must successfully obtain / maintain valid Food Manager Certification. **Certified Pool Operator.** Within six (6) months of hire, must successfully obtain / maintain valid Pool Operator Certification. **Registration:** Must hold or have ability to obtain, by the time of job offer, Minnesota registration as an Environmental Health Specialist/Sanitarian. Registration by another state or the National Environmental Health Association may be considered for equivalency. **Applications accepted through Monday, September 8, 2014.**

Program Aide II – Exam #21551 / Hourly Salary \$19.39 up to \$26.31

APPLICATION PROCESS-ALL applicants MUST: Submit a completed City of Minneapolis online application; Email cover letter and resume to joel.lampe@minneapolismn.gov **POSITION INFORMATION:** This position is responsible for providing senior level administrative support for the Health Department and being trained and ready to respond to public health emergencies. Position responsibilities are approximately 50% department infrastructure support and 50% emergency preparedness. **REQUIREMENTS:** **Experience:** Two (2) years of experience performing duties similar to those described above. **Education:** High school diploma or equivalent. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted through Friday, September 12, 2014.**

Sr. Project Coordinator Exam #21535 Annual Salary: \$65,059.00 up to \$82,212.00

The Community Planning and Economic Development for the City of Minneapolis is accepting applications for a Sr. Project Coordinator as a housing development professional to coordinate the financing and development of housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, various public financing programs, assisting with private investment in the development and presenting all aspects of the project to the various stakeholders, including applicable City Council Committees. **Minimum Requirements:** **Education-**Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-**Five or more years of housing development, real estate development, or community development experience or equivalent. For a complete job announcement including the application process and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, September 12, 2014.**

Systems Engineer II - Enterprise Infrastructure/Windows Engineer – Exam #21536 / Annual Salary \$64,386 up to \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Enterprise Infrastructure Division of the Information Technology (IT) Department. This position may require occasional on-call work. **Primary Responsibilities:** Member of systems engineering team that guides and manages new and existing information technology products and software through the information technology life cycle. **REQUIREMENTS:** **Experience:** Six years of experience working with enterprise server and client systems - involving Windows operating systems, networking, security, and routing. **Education:** Bachelor's Degree in Computer Science or related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Certificates:** Must be a Microsoft Certified Systems Engineer (MCSE) within nine (9) months of hire. **Applications accepted through Tuesday, September 2, 2014.**

Transportation Planner – Exam #21553 / Annual Salary \$63,474 up to \$86,777

Position Information: Assist in all aspects of transportation planning related to regional and citywide transportation projects and initiatives, including development, analyses, review, and implementation of transportation plans, programs and systems. **Experience:** Five (5) years of experience, which have included Transportation Planning, Urban Planning and Design, land use planning, project and contract management, transportation demand and patronage. **Education:** Bachelor's Degree in Planning, Engineering, Urban Design, a related field or equivalent. Master's Degree preferred. **LICENSE / CERTIFICATIONS:** Possess, and continue to maintain, a valid driver's license by date of hire **Driver's license information will only be checked for those persons who may be invited to the job interview process. Professional Transportation Planner (PTP) or American Institute of Certified Planner (AICP) with Transportation Focus preferred. For a complete job announcement including supplemental questions and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, September 19, 2014.**

APPOINTED POSITIONS

Assistant Director, Civil Rights (Appointed)

This appointed position supervises Contract Compliance Officers and Support Staff. **The Nature of the work includes:** Assist the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director. It provides for the administrative and fiscal oversight and management of personnel within the relevant work unit so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department. It exercises broad latitude to work independently and use initiative to make decisions for the good of the Department and stakeholders. This position serves as the representative of the Director, both internally to department staff and externally the Mayor, City Council and staff, communities and affected stakeholders. **Requirements:** **Education:** Bachelor's Degree in Business or Public Administration or an Advanced Degree in Business or Public Administration with less experience. **Experience:** With an advanced Degree three years of directly related relevant experience in a Social Justice profession, Civil Rights Enforcement, Civil/Criminal investigation, or related; or with a Bachelor's Degree five years of relevant experience. **If interested please send a resume to Susan.Jones@minneapolismn.gov. Resumes will be accepted through Friday, September 12.**

CITY EMPLOYEES ONLY

Senior Inspector Building Trades Exam #21547 Hourly Salary: \$31.84 up to \$35.89 RESTRICTED TO CPED The Senior Inspector will enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing, gas piping, mechanical or electrical systems within your specific license to assure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment. To provide a cost effective, efficient required final inspections on building, plumbing and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300. **REQUIREMENTS:** **Education-**Bachelor's Degree in architecture, engineering, construction management, or two years of education in a college or trade school or an apprenticeship training in a construction trade area. **Experience-**Three years as a Municipal Building Inspector Building Trades, in an environment equivalent to the City. For a complete job announcement including license requirement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Wednesday, September 3, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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